



OFFICE OF THE ACADEMIC REGISTRAR

Our Ref: BU/AR/302/2

From: Academic Registrar

To: All Graduands, 2025

cc: Vice Chancellor
Deputy Vice Chancellor – Academics
Deputy Vice Chancellor – F&A
University Bursar
All Faculty Deans
All Heads of Department
All Faculty Registrars

Date: **7th November, 2025**

SUBJECT: 16th GRADUATION CEREMONY CLEARANCE

This is to inform all students who qualify for conferment of Degrees, award of Diplomas & Certificates of Busitema University of the following:

1.0 Graduation date, Mode, and Location

The 16th Graduation ceremony is scheduled to take place on the **28th November, 2024** starting at **8:00 am**. The event will be physical at Busitema Campus along the Malaba-Tororo Highway, Busia District at the University graduation grounds located at the Gymnasium.

2.0 List of Graduands

The provisional list of Graduands will be available on the University Website (www.busitema.ac.ug) from **Friday, 7th November 2025** at **5:00 pm**. All the graduands are expected to check the order and accuracy of their names. The names **MUST** be in the order in which they shall **APPEAR** in the Final certificates and should be the ones on the Previous Certificates and your admission letter. Any corrections/omissions should be reported to the respective Faculty Registrars not later than **14th November 2025** including the date of birth and the photo. Any negligence on this that may result in re-print shall attract a cost as indicated in the Academic Handbook. **The final list will be out by 18th November 2025.**

3.0 Graduation, Convocation, Transcript, Certificate and Graduation Gown Fees

The breakdown of the fees is as follows:

Graduation **170,000/-**

Convocation **30,000/-**

The UGX 200,000 (Graduation + Convocation fees) should be paid to URA using a ZEE PAY reference. (Go to <https://zeepay.busitema.ac.ug/pay/> to generate payment slip)

Graduation Regalia

The prices for graduation gowns are as follows:

List of prices of the graduation gowns

No.	TYPE OF GOWN	UNIT COST (UGX)
1.	PHD (Gown + Cylinder)	600,000
2.	Masters /PGD	95,000
3.	Bachelors	85,000
4.	Diploma	75,000
5.	Certificate	65,000

The **Graduation Gown fees with bank charges** should be paid separately to the **Convocation account as per details below:**

Bank: Centenary Bank, Tororo Branch

Account Name: Busitema University Convocation

Account Number: 3100049057

Graduation gowns will be available for pickup at Busitema Campus at the Convocation Offices, Busitema-Liaison Office in Makerere University and Arapai Campus starting from Monday, 17th November, 2025 upon presentation of a payment receipt. The deadline for issuance of gowns will be 27th November 2025. **NO GOWNS** will be issued on the graduation day.

4.0 Graduation Clearances

Students are advised to clear with all departments and faculties not later than **20th November 2025**. All the above fees **MUST** be paid before a student is allowed to graduate.

Students shall present proof of clearance and payment of all fees above before being issued an invite, booklet, program, tag, graduation gown, parking sticker and their data captured in the Convocation database.

I wish you the very best in all your future endeavors.